

RFP DLIR/WDD 2014-4: Addendum #1

ETF Macro

This Addendum consists of part A additional reference materials, part B with amendments to RFP No. DLIR/WDD2014-1 and part C, responses to questions raised by prospective applicants.

March 10, 2014

A. Supplemental Reference Materials to be provided related to RFP:

1. ETF Expenditure and Cash Request Report form (attached in separate PDF File)

B.

The original language and amended language are provided below.

- 1) Page: "Request for Proposals," paragraph four, sentence one (1) :

Original sentence:

RFP orientations will be statewide. For orientation dates and times, please refer to page 1-3 of this RFP.

Amended sentence:

RFP orientations will be statewide. For orientation dates and times, please refer to page 1-4 of this RFP.

- 2) Attachment A: Proposal Application Checklist

Add to list of required documents, Copy of Corporate Resolution for Authorizing individuals to sign on behalf of applicant group/organization. *(See attachment for Reference).*

- 3) Section 4.3.2, Proposal Application Requirements.

Add the following bullet points for required proposal application requirements:

- Coversheet (Refer to Attachment E): This sheet must be on the front of all applications.
- Proposal Application form (SPOH-200)
- Proposal Application Checklist
- Table of Contents
- Proposal Application (SPOH-200A)
- Hawaii Compliance Express Verification Certificate-Must be compliant at time of submission (further verification of compliance will be required to award and execute contract)
- Copy of applicant's board resolution authorizing any individual(s) to sign contracts on its behalf
- SPO budget form SPO-H-205A (Also, include forms SPO-H-205B and SPO-H-206-A through J if proposal requires relevant costs)

C. Questions and Responses

Q1: How will unspent monies from the grant be utilized?

Page 4-7, "C. Phase 3-recommendation for Award" outlines the basic procedures in which unspent monies may be utilized to award county-focused proposals that scored the minimum 80 out of 100 points in the evaluation and did not win an award.

Request for Proposals, paragraph 2, last sentence, states that "The State of Hawaii, Department of Labor & Industrial Relations, reserves the right to determine the configuration of services among all islands on proposals submitted and funding availability."

Q2: What if we are currently not registered or compliant with Hawaii Compliance Express?

At the time of submission of proposal, applicant must provide a copy of "Certificate of Vendor Compliance" from the Hawaii Compliance Express website. In the event the applicant is not compliant at the time of proposal, proposal shall be still accepted. However, in the event applicant does win an award, contracts will not be executed until a "Certificate of Vendor Compliance" with compliant status at the time of signing is provided. Applicants are encouraged to register and comply with Hawaii Compliance Express as soon as possible to expedite contract execution if the proposal is selected for an award.

Q3: In Page 4-2, 4.3A.1., bullet point 5, it says that as an administrative requirement, a copy of an applicant's last financial audit to be provided for evaluation. What if our organization does not have a financial audit?

As part of the evaluation process, RFP evaluators can use the financial audit as a tool to assess the applicant's fiscal soundness and by extension its ability to properly manage ETF funds.

If an applicant does not provide a financial audit, they will lose one (1) point on their evaluation score (refer to page 4-7, under Financial (10 points), bullet point #5).

Q4: If a protest were to be filed by an applicant, awards and execution of contract will be put on hold. How long can we expect a protest to last before it is resolved?

Existing policies/procedures for protest for this RFP can be found on page 1-9, under Protests (1.20). There is no set maximum time allowed for a protest to be resolved. However, DLIR-WDD staff and the Head of the State Purchasing Agency will work closely with the protest to resolve the issue in a timely manner.

Q5: Question on Section 1.9F Campaign Contributions by State and County Contractors (page 1-6):

As a 501(c)(3) nonprofit organization does not make campaign contributions to Federal, State, and County candidates. However, our employees, exercising their rights as individual citizens, do contribute to the campaigns of particular Federal, State, and County candidates. Are the individual contributions of our employees to Federal, State, and County candidates prohibited by this grant?

Individuals can exercise their rights to make contributions to Federal, State, or County candidates but they may not use time or equipment funded by this grant for political activities.

Q6: Question on Section 2.3A-12 General Requirements: Specific Qualifications or requirements, including but not limited to licensure or accreditation (page 2-4):

Is federal money qualified for a match under this requirement?

Federal monies may be considered as part of the RFP match.

Q7: Question on Section 2.4B-4 Scope of Work: Management Requirements (Minimum and/or mandatory requirements) - Output and performance/outcome measurements (page 2-10):

We understand that any curriculum and educational materials developed with the funding under this grant will be open source and widely distributed. However, our organization

possesses curriculum and educational materials that are copyrighted, intellectual property. Thus, MEDB also understands that if our organization uses its own intellectual property (i.e., curriculum and educational materials) developed with prior resources as a part of the program being offered, our organization retains all its rights of licensure and ownership of said intellectual property. Is this true?

Existing intellectual/property rights held by the applicant will remain in their control. The intellectual property licensed or owned by the applicant that will be used in the proposal should be identified and property rights described. However, the language you point out is specific to any new curriculum that is developed wholly/partially through ETF macro funds.

Q8: Question on Section 2.4B-6 Scope of Work: Management Requirements (Minimum and/or mandatory requirements) - Coordination of services (page 2-11):

Does the survey that documents the need and labor for the training offered and the interest of the target population need to be the results of a newly done, original survey or can it reference previous, existing research?

All information provided will be taken into account. Recent data generally will be more useful than older data; however, the type of information available and its relevance to the project are also factors to be considered. If there is a need to provide numerical data or analysis, while not required, it is recommended to provide as a separate attachment the studies/surveys that are referenced in the proposal.

Q9: Question on Section 4 Project Evaluation (page 4-1):

Can we use program grant funding to include the cost for an external evaluator?

Yes, an applicant may include program grant funding for the cost of an external evaluator. However, please be mindful of Section 2.5: Cost Reimbursement, paragraph 2, sentence 2 (page 2-13), which states that administrative costs associated with the project will not be funded beyond 10 percent of the total ETF award.